

PURCHASING UPDATE



division of
**Purchasing and
General Services**

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Mandatory Minimums Requirements... What Should I Use?

Kevin Lucas, State Contract Analyst

So how do I pick what should be a mandatory minimum requirement? Of course, you should consult with the agency to determine whether they have any specific needs for this requirement. If all the needs are listed in the scope of work, then can I just address as a single mandatory minimum that the Offeror must meet the requirements in the scope of work? Sure!! It really just depends on whether the agency is okay with that as they are our customer. Here is a scenario, what if an agency is wanting to post an IFB or Quote and they are going to require references. Ultimately, if references are posted as a mandatory minimum we can only “pass or fail” whether they submitted references or not. Though, what if I call the references and the company was horrible that submitted the low bid/quote? Can I exclude that vendor and move on to the next lowest bid? Only if a determination the vendor is non-responsible based on the information provided (see UCA 63G-6a-120 and 903). However, you cannot reject them for failing the mandatory minimum requirement to provide a reference if indeed a reference was provided when running an IFB or Quote as these are strictly pass/fail objective criteria.

The reason we cannot evaluate is that in order to evaluate references this would need to be transparent and addressed as an RFP type process so that we can explain how the references would be scored. When thinking about Mandatory Minimums, do your best to keep them as streamline as possible and go in with the mindset that a vendor is just checking a box. Whenever possible, keep these at the absolute bare minimum. We

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JUST THE FAQs

Getting of Quote on the State Cooperative Website

By: Tiffany Rydalen, State Contract Analyst

Q How do I get a quote from vendors?

A: There are a couple of ways that you can get a quote.

1. First, you can go the State Purchasing website here <https://statecontracts.utah.gov/Home/Search> and search the vendor name or contract number. This will populate the contract below the search area, then you will click on the *View Details* link to go to the vendor's landing page. The landing page you will see the vendors point of contact name, phone number, and email address. You can contact the vendor via one of those methods to request a quote.
2. Second, you can go the State Purchasing website and search on a key word (portfolio name, vendor name, etc.) and click on the *View Details* next to a contract that is in the portfolio you want. This will take you to a vendor's landing page. On the landing page you will see a link in the upper right stating *Get a Quote*. You can click that link and it will pop up a box where you will put in your scope of work and contact information. When you fill it out and click *Get Quotation* this request will be emailed to all vendors under that portfolio. You will also receive emails confirming the request was sent to those vendors.

Q: How do I know whether I can get one quote from a preferred vendor or if I am required to get quotes from all vendors under the portfolio?

A: Each portfolio vendors landing page there is a section called *Order Instructions*. This section will detail whether you need to request quotes from all vendors or if you are able to get a quote from one vendor that meets your operational needs.

essentially want to ensure we have as many vendors as possible submitting to determine the best value for the needs we are looking for. If we make the mandatory minimums too detailed, require uploads, etc. this gives the vendor community more room for error and the potential that we may have to reject a vendor's submission due to a technicality of the mandatory

MANDATORY MINIMUMS

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Retention – How long to keep records? – Part 20

Ann Schliep, State Procurement Manager

There are times someone may make a GRAMA request or an audit is being performed. Do agencies know how long they need to keep their solicitation documents? Under the Utah Procurement Code Part 20 – Records, you can find what the requirements are.

Any small purchase over \$100 requires a record retention of no less than 6 years. Vendor name, item description, date, and dollar amount. [63G-6a-2002 (6)] These purchases are often by p-card so a well filled out required monthly p-card log can be used as the record. Expenditures by petty cash over \$100 require the same record.

Quotes for small purchase requires additional records. They must include the information above plus each vendor contacted and the quote that they provided. (Rule R33-5-107. Which subsection?) The quotes for small purchases form should serve as a cover sheet. It also serves as a record for telephone quotes. The Division of Purchasing highly recommends that a telephone quote end with the request that the vendor send the quote by email as a follow-up. All email or internet quotes shall be attached to the form. [R33-5-107(5)]

The Division of State Finance requires state agencies to upload the invoice into Finet when requesting payment. To fulfill the 6-year retention requirement, state agencies should also upload the quotes for small purchase form, the quotes obtained, and all other records. When an audit is conducted the documentation will be readily available.

Non-state agencies should work with their legal counsel to determine the quote record retention requirements and process if they have not adopted the Administrative Code (Rules).

Be sure you follow your agencies/entities retention requirements. You don't want to get caught not having documents for an audit or a GRAMA request.

For questions, contact Ann Schliep, ashliep@utah.gov



Propane

Kevin Lucas, State Contract Analyst

Propane, propane, come get your propane here! The Division of Purchasing is pleased to announce that we have signed Amer-iGas to a Statewide Cooperative Contract. This will be contract number MA4005 which is expected to go into effect the 21Feb, 2023 for a 5 year term.

Crypto Currency Payment Options

Cherilyn Hess, Assistant Director

The State of Utah Divisions of Finance and Purchasing have partnered to solicit vendors that exchange crypto currency with fiat currency (US dollars). This service will allow public entities to provide citizens the option to pay for government services using crypto currencies. The vendor will exchange the crypto currency with fiat currency and remit that fiat currency to the governmental entity as payment. The state currently has an Administrative Rule (R25-25) that governs the requirements over this process. The state also has an existing vendor on cooperative contract that performs this service and the state is working to solicit additional vendors to participate. If you are interested in engaging with vendors via cooperative contract for this service, you can enter "crypto currency" in the search bar at statecontracts.utah.gov for a list of contracted vendors.

In addition, as the state works to solicit additional vendors if you are interested in participating in the solicitation or if you have questions about this service, please contact Cherilyn Hess at chess@utah.gov.



JAGGAER

Jaggaer Announcement

Rick Sraw, State Contract Analyst

Notice: The Jaggaer contract expires in June 2026 and the Division of Purchasing is beginning to research the next steps for an eProcurement system. We would like to hear from you and have you involved in the process. If you are interested in providing us with any feedback - positive or negative - please email sciquestadmin@utah.gov. Note that we are still very early on in this process and you will see more updates, information, and surveys, as we go through the process.

UCI

UTAH CORRECTIONAL INDUSTRIES

WHO WE ARE



ABOUT US

Utah Correctional Industries is a division within the State of Utah under the Department of Corrections. It was established in the early 1980's as a way to train offenders with skills that can be used to obtain employment, once released from prison. Offenders have the opportunity to work in one of the many shops manufacturing various products for our customers. The products are sold to our customers and the revenue generated from those sales go back into funding the program.

WHAT WE CAN DO FOR YOU

As a government entity, you have the ability to purchase these products, which can save you money. We're also on state contract which saves you time by not having to collect multiple quotes for your projects. Many of these products can be custom tailored to meet your needs. We have shops in the Northern and Central part of the state that can get you your products quickly.

COME VISIT OUR NEW SHOWROOM

1480 North 8000 West
Salt Lake City, UT 84116



MISSION

Utah Correctional Industries is dedicated to public safety through innovative career building, community partnerships, and quality production to develop successful people.

VISION

Building a better community through career development.

DID YOU KNOW UCI CAN OFFER...

PRINTING | EMBROIDERY/SCREEN PRINTING
FURNITURE | SEATING/UPHOLSTERY
CONSTRUCTION | DOCUMENT SCANNING
SIGNAGE | SEWING

View the "UCI First" State Use Law (63G-6a-804)

QUESTIONS? CONTACT US AT 801-522-7931
UCI.UTAH.GOV

Spotlight Article



Glenna Nelson

Hello, I am Glenna. I was born and raised in Price, Utah. I have an older sister and younger brother. My husband Lynden and I have been married almost 5 years, and have been together 15 years. We live in Price with our two dogs Lily and Luna, and an outdoor cat named Cheesy Puffs. I am very much a dog mom, and both girls enjoy that I am working from home.

I graduated from the University of Utah with a degree in Finance in 2011, and returned to Price to work for a local financial advising firm. After 18 months, I switched career paths by becoming a deputy clerk/auditor for Carbon County. In 2014 I was appointed by Wellington City to the City Recorder position. During my time as a City Recorder I was an active member of the Utah Municipal Clerks Association. I served as the membership director for two years, and earned my Certified Municipal Clerk and Master Municipal Clerk designations. Prior to becoming a Purchasing Agent with the

Division of Purchasing in November 2022, I briefly worked as the Recreation Director at the Carbon Events and Recreation Complex.

During my spare time I enjoy using my Cricut Maker or sublimation printer to make custom mugs, tumblers, signs, shirts, and wreaths. My favorite seasons are summer and spring because I prefer warmer weather. For me, summer means occasional golf with my husband, paddle boarding, hiking, helping with the local Greek Festival, and creating new memories with family and friends.

What is the best vacation you have been on?

Almost every vacation has been wonderful. That said, my honeymoon was simultaneously my best and worst vacation. In August 2018 we went to Kauai. Some highlights included hiking in Waimea Canyon, ziplining in Princeville, and seeing sea turtles while snorkeling. Unfortunately, that was also the same time Hurricane Lane was spinning around the Pacific Ocean. We spent a day and a half stuck inside watching Netflix. Our last day the storm was downgraded to a Tropical storm, but as most activities had been canceled we instead drove around the island looking at random sights while waiting to fly out at 10PM.

What is your biggest fear?

Elevators. Specifically, the thought of being locked in an elevator or an elevator falling.

PROCUREMENT TRAINING

UTAH CHAPTER NIGP MEETING

DATE: March 2, 2023
TIME: 9:00AM— 12:30PM
TOPICS: Utah Chapter Meeting
PLACE: Taylorsville State Office Building

OTHER TRAINING OPPORTUNITIES

Sustainable Purchasing Summit: 03/16/2023
BBLs: 04/20/2023
UT-NIGP: 05/18/2023
PEP Seminar: 06/15/2023

How to Receive the Purchasing Update Newsletter

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please send an email to Jessika Huhnke, jessikahuhnke@utah.gov

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